

RFQ 16-007-03
REQUEST FOR QUALIFICATIONS
ARCHITECTURAL & ENGINEERING DESIGN SERVICES
FOR ASSESSMENT AND POTENTIAL EXPANSION OF 980 NIXON

I. INTRODUCTION

Shelby County Government (the “County”), is soliciting services of a qualified consulting firm to provide architectural and engineering consulting services to assess the current usage of 980 Nixon, and recommend options for optimizing space utilization and meeting the needs of building tenants.

Interested consultants should submit a Letter of Interest and Statement of Qualifications related to the services requested by the RFQ specifications. The County will select and negotiate a contract with the consultant deemed most qualified for the project, based on information presented in the Statement of Qualifications.

A voluntary pre-bid conference will be held at 2:00 PM, Tuesday, July 14, 2015 at the following location: Shelby County Election Commission Training Room, 980 Nixon Dr. Memphis, Tennessee 38134 (Shelby Farms Area Office).

II. MINIMUM REQUIREMENTS

All proposers must:

- Possess a professional license to practice engineering and/or architecture in the State of Tennessee.
- Have at least 10 years of experience and staff expertise in design and construction administration of commercial or governmental facilities with emphasis on design of office building, office space efficiency, and energy efficiency.
- Adhere to all Title VI requirements and provide proof/documentation.
- Adhere to the requirements of certified Locally Owned Small Business (LOSB) participation. Project goal is **20%** participation.
- Prime and LOSB contractors must **apply** and **qualify** for an Equal Opportunity Compliance (EOC) certification number through our EOC Administration prior to submitting your response.
- Independent contractors (sole proprietors) must adhere to State of Tennessee

Public Chapter No. 436, known as the “Tennessee Lawful Employment Act (effective date of 1/1/2012). Proof and documentation of employment eligibility must be included with the proposal.

- Adhere to all insurance requirements and provide documentation if a contract is awarded. Insurance requirements subject to change.

You can access the online applications to receive the numbers indicated above at www.shelbycountyttn.gov. To obtain a vendor number and an EOC number, please follow the instructions below:

Vendor Number (Purchasing Department)

At the top of the home page, click on the links “Department”, “P” for the Purchasing Department and “Conducting Business with Shelby County”. The “Vendor Registration” link is at the bottom of the drop down box. Please download the application instructions and read thoroughly prior to accessing the application. (*Applications for a vendor number are accepted online only.*)

Equal Opportunity Compliance (EOC) Number (EOC Administration Office)

At the top of the home page, click on the links “Department”, “E” for the Equal Opportunity Compliance and “Contract Compliance Program”. The “Contract Compliance Packet” link is in the middle of the page. Please print the packet and mail or fax the completed packet to the EOC office. The mailing address is 160 N. Main Street, Suite 200, Memphis, TN 38103. The fax number is 901-222-1101.

Note: Because of the length of time it takes to apply and receive an EOC number, proposals from vendors who apply prior to the RFP due date will be accepted pending EOC approval of their application.

If you have any questions regarding the application, you may contact Purchasing at (901)222-2250 or the EOC Administration at (901) 222-1100.

INDEMNIFICATION AND INSURANCE REQUIREMENTS

1. Responsibilities for Claims and Liabilities.

The Provider shall indemnify, defend, save and hold harmless the County, and its elected officials, officers, employees, agents, assigns, and instrumentalities from and against any and all claims, liabilities, losses or damages—including but not limited to Title VII and 42 USC 1983

prohibited acts arising out of or resulting from any conduct; whether actions or omissions; whether intentional, unintentional, or negligent; whether legal or illegal; or otherwise that occur in connection with, or in breach of, this Contract or in the performance of the duties hereunder, whether performed by the Provider, its sub-Providers, agents, employees or assigns. This indemnification shall survive the termination or conclusion of this Contract.

The Provider expressly understands and agrees that any insurance protection required by this Contract or otherwise provided by the Provider shall in no way limit the responsibility to indemnify, defend, save and hold harmless the County or its elected officials, officers, employees, agents, assigns, and instrumentalities as herein provided.

The County has no obligation to provide legal counsel or defense to the Provider or its sub-Providers in the event that a suit, claim, or action of any character is brought by any person not party to this Contract against the Provider as a result of or relating to obligations under this Contract.

Except as expressly provided herein, the County has no obligation for the payment of any judgment or the settlement of any claims against the Provider as a result of or relating to obligations under this Contract.

The Provider shall immediately notify the County, c/o Shelby County Government, Contracts Administration, 160 N. Main Street, Suite 950, Memphis, TN 38103, of any claim or suit made or filed against the Provider or its sub-Providers regarding any matter resulting from or relating to Provider's obligations under this Contract and will cooperate, assist and consult with the County in the defense or investigation thereof.

The Provider shall immediately notify the County, c/o Shelby County Government, Contracts Administration, 160 N. Main Street, Suite 950, Memphis, TN 38103, of cancellation or changes in any of the insurance coverage required.

2. Insurance Requirements.

The Provider shall purchase and maintain, in a company or companies authorized to do business in the State of Tennessee, such insurance as will protect the County from claims which may arise out of or result from the Provider's operations under the Contract, whether such operations are performed by himself or by any subcontractors or by anyone directly or indirectly employed by any of them, or by anyone for whose acts the Provider or subcontractor may be liable.

The insurance required shall be written for not less than any limits of liability specified below or required by law, whichever is greater. The Provider will maintain throughout the life of this Contract insurance, through insurers rated A- X or better by A. M. BEST, in the following minimum requirements:

Professional Liability Insurance - coverage with minimum limits of \$1,000,000.00 per occurrence/\$3,000,000.00 annual aggregate. Coverage is to include the provider and all its employed or contracted professionals.

Commercial General Liability Insurance - \$1,000,000 limit per occurrence bodily injury and property damage/\$1,000,000 personal and advertising injury/\$2,000,000 General Aggregate/\$2,000,000 Products-Completed Operations Aggregate. Shelby County Government, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insureds. The insurance shall include coverage for the following:

- A. Premises/Operations
- B. Products/Completed Operations
- C. Contractual
- D. Independent Contractors
- E. Personal Injury and Advertising Liability.

Workers Compensation and Employers' Liability Insurance – Per Tennessee statutes; Provider waives its right of subrogation against Shelby County for any and all workers' compensation claims.

Business Automobile Liability Insurance – minimum \$1,000,000 single limit each accident for property damage and bodily injury. Coverage is to be provided on all Owned/Leased Autos, Non-Owned Autos and Hired Autos. Shelby County Government, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insureds.

All policies will provide for 30 days written notice to Shelby County of cancellation of coverage provided. Ten (10) days' notice applicable to non-payment of premium. If the insurer is not required by the policy terms and conditions to provide written notice of cancellation to Shelby County, the Provider shall provide immediate notice to Shelby County and provide evidence of replacement coverage with no lapse.

All insurance policies maintained by the Contractor shall provide that insurance as applying to Shelby County shall be primary and non-contributing irrespective of such insurance or self-insurance as Shelby County may maintain in its own name and on its own behalf.

Provider shall submit a current Certificate of Insurance in its response to the RFQ with limits required and at the time of contracting provide a Certificate of Insurance with the additional insured requirements. Provider shall maintain said insurance during the entire Contract period as well as provide renewal copies on each anniversary date. The certificate holder is to read:

Shelby County Government
Purchasing Department
160 North Main Street Suite 900
Memphis, Tennessee 38103

III. PROJECT DESCRIPTION

The County owns and operates a combination warehouse/office building at 980 Nixon Dr. The building was constructed in the 1980s. The building currently houses two tenants: the Election Commission and the Shelby County Archives, operated by the Shelby County Register. The County has exceeded the storage capacity of the Archives. The space currently occupied by the Election Commission is inefficiently utilized, and does not sufficiently meet their needs.

The successful firm will assist the County by investigating the needs of the building tenants, assessing current building utilization, make recommendations to improve space utilization and address immediate and future needs, prepare specifications and construction documents, and provide construction administration services.

IV. SCOPE OF SERVICES

Required services include, but are not limited to:

1. Provide architectural and engineering design services, including but not limited to, architectural, structural, civil, mechanical, electrical, plumbing, sustainable design, security, data/telecommunications, low-voltage systems design, lighting, interior design, millwork design, furniture specifications, finished material details, and related services which may be required in connection with planning and design of existing building renovation and/or new building;
2. Perform detailed site analysis for the building in consideration of parking, traffic, geotechnical, on-site and off-site utility;
3. Provide site planning and landscape architectural services required to properly plan, design, specify and coordinate exterior site design, including grading, parking lots, roads, driveways, hardscape, landscape, irrigation and coordination of underground utilities and/or building structures with landscape and hardscape elements;
4. Conduct space planning for building, including surveys of existing facility, and develop conceptual building site and floor plans;
5. Provide special services that may be requested including but not limited to, geotechnical engineering, land surveys, life safety/code consulting, audio visual;
6. Provide all aspects of project cost estimating and schedule planning, including construction estimating, life cycle costing, and value engineering;
7. Upon approval of the Preliminary Design and Cost Estimate by the County, proceed with Design Development, Construction Documents, inclusive of technical specifications and drawings;
8. Submit design documents to appropriate governmental agencies for permit/approval prior to bidding;
9. Provide Bid Documents and assist the County during the Bidding and Construction Contract negotiation processes, including participation in Pre-Bid meeting and preparation of addenda;
10. Provide Construction Administration services for the project, hold construction meetings, prepare meeting minutes, progress reports, and monitor construction progress relative to scheduling;
11. Provide all correspondence and serve as liaison between County and Contractor;

12. Provide regular site visits to monitor progress. Perform field observations and provide technical assistance as needed to direct the Contractor on any minor changes and clarifications;
13. Coordinate and arrange Contractor access;
14. Respond to Contractor Requests for Information, and/or review Contractor Change Order Requests;
15. Review testing and inspection reports required by the bid documents;
16. Review and certify Contractor's pay applications;
17. Perform shop drawings/submittal review, field clarifications and as-built/record drawing review;
18. Provide close-out phase services, including, but not limited to, punch list, warranty review, submission of drawings, as-built drawings, and other project-related documents.

V. SUBMITTAL FORMAT/ EVALUATION CRITERIA

Submittals shall be organized in a manner requested in the RFQ. Submittals shall contain all pertinent information requested and will be evaluated based on adherence to the following:

1. General Requirements
 - Cover letter
 - Firm name, address, and telephone number
 - Point of contact: name and telephone number
 - Written statement of compliance with Title VI
 - Proof of Licensure
2. Capacity to perform required services
 - Areas of expertise addressed by the team members presented in submittal
3. Qualifications
 - Company overview for all consulting firms participating as team members
 - Resumes for proposed project manager and staff from each participating firm

4. Experience

Provide case study information documenting relevant experience from projects within the past 10 years. Case studies shall list the following as a minimum:

- Design of existing building renovation and/or new building
- Client and client's point of contact information
- Firm's role in project
- Design fee, construction cost and change order amounts
- Project staff and their role

5. Methodology

Summary of suggested approach and methodology shall include:

- Clearly defined scope of work
- Proposed distribution of tasks among team members
- Organizational chart, including all team members

6. Project Schedule

- Provide project timeline including major tasks and/or milestones

7. Level of certified Locally Owned Small Business (LOSB) participation

- LOSB participation percentage must be calculable from distribution of tasks outlined in Methodology section

Inclusion of a fee is not required. A cost proposal will be negotiated with the selected consultant.

Respondents requesting additional information or clarification are to contact Andre Woods in writing at andre.woods@shelbycountyttn.gov at the address listed below. Questions should reference the section of the RFQ to which the question pertains and all contact information for the person submitting the questions. ***IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be Tuesday July 21, 2015 by 12:00 p.m. (CST)***

These guidelines for communication have been established to ensure a fair and equitable process for all respondents.

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County or its benefit administrators regarding this RFQ may disqualify your company from further consideration.

Firms may request consideration by submitting an original and five copies of a letter of interest and statement of qualifications to Mr. Andre Z. Woods, Buyer, Purchasing Department, Shelby County Government, 160 North Main Street, Suite 900, Memphis, TN 38103.

All qualifications must be received by Mr. Wood's office on or before 4:00 PM (Central Time), Wednesday, July 29, 2015.

Submittals will be reviewed by a Consultant Review Committee (CRC) that will identify the most qualified proposers. At the discretion of the CRC, selected consultants may be interviewed to determine the most qualified firm or firms.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex and creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms

as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements.

